



## Statistical Annual Report of Public Library Services

### Data Element Definitions

Fiscal Year 2011  
Cities: July 1, 2010 – June 30, 2011  
Counties: January 1, 2011 – December 31, 2011

# 3

#### IDENTIFICATION

This section identifies the reporting library (i.e. administrative entity). This is the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. The reporting library may have a single outlet or it may have more than one outlets.

- 150 FSCS ID**  
This is the identification code assigned by the Institute of Museum and Library Services to the reporting library.
- 151 Library Code**  
This is the identification code assigned by the Utah State Library Division to the reporting library.
- 152 Name of Library**  
This is the legal name of the reporting library.

#### Street Address

- 153 Street Address**  
This is the complete street address of the reporting library. Note: Do not report a post office box or general delivery.
- 154 City (of street address)**  
This is the city or town in which the reporting library is located.
- 155 ZIP Code (of street address)**  
This is the standard five-digit postal zip code for the street address of the reporting library.
- 156 ZIP+4 (of street address)**  
This is the four-digit postal ZIP code extension for the street address of the reporting library.

#### Mailing Address

- 157 Mailing Address**  
This is the mailing address of the reporting library.
- 158 City (of mailing address)**  
This is the city or town of the mailing address for the reporting library.
- 159 ZIP Code (of mailing address)**  
This is the standard five-digit postal ZIP code for the mailing address of the reporting library.

- 160 ZIP+4 (of mailing address)**  
This is the four-digit postal ZIP code extension for the mailing address of the reporting library.
- 161 County of the Entity**  
This is the county in which the headquarters of the reporting library is located.
- 162 Telephone (include area code)**  
This is the telephone number of the reporting library, including area code.
- 163 Library's website address**  
This is the web address of the reporting library.

## GENERAL INFORMATION

- 208 Population of Legal Service Area**  
The number of people in the geographical area for which a public library has been established to offer services and from which (or on behalf of which) the library derives revenue, plus any areas served under contract for which the library is the primary service provider. This figure is determined by the Utah State Library Division based on the most recent U.S. Census Bureau subcounty population estimates available. During the current reporting period, if the library contracted with another city or county to serve as the primary library for their population, post a *Federal Note* in this field, listing the city/county with which you have contracted. Report the revenue received from the contract under *Other Operating Revenue* or *Other Capital Revenue*.

### Service Outlets

An outlet is a unit of an administrative entity that provides direct public library service.

- 209 Number of Central Libraries**  
A central library is a single-outlet library or the library that is the operational center of a multiple-outlet library system. Usually, all processing is centralized here and the principal collections are housed here. Central library is synonymous with main library. Note: An administrative entity may report either no central library or one central library. No administrative entity may report more than one central library. Where there are several co-equal outlets, report all such outlets as branches.
- 210 Number of Branch Libraries**  
A branch library is an auxiliary unit of an administrative entity which has ALL of the following: (1) separate quarters; (2) an organized collection of library materials; (3) paid staff; and (4) regularly scheduled hours for being open to the public.
- 211 Number of Bookmobiles**  
A bookmobile is a traveling branch library. It consists of ALL of the following: (1) a vehicle that carries an organized collection of library materials; (2) paid staff; and (3) regularly scheduled hours (bookmobile stops) for being open to the public. Note: Count the number of vehicles in use, not the number of stops the vehicle makes.

### Paid Staff (Full-Time Equivalent)

Report figures as of the last day of the library's fiscal year. Include all positions funded in the library's budget, whether those positions are filled or not. To ensure comparable data, 40 hours per week has

been set as the measure of **full-time equivalent (FTE)**. For example, 60 hours per week of part-time work by employees in a staff category divided by the 40-hour measure equals 1.50 FTEs.

**250 FTE of Librarians with ALA-accredited master's degree**

This is the full-time equivalent of librarians with master's degrees from programs of library and information studies accredited by the American Library Association.

**251 Total FTE of Librarians**

This is the full-time equivalent of all persons with the title of librarian who do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspect. This question also includes the FTE of librarians with ALA-accredited master's degree, reported in #250

**252 FTE of All Other Paid Staff**

This is the full-time equivalent of all other employees paid from the reporting library's budget, including plant operations, security, and maintenance staff.

**253 Total FTE of Paid Staff**

This number is automatically calculated by adding the figures in #251 and #252, i.e. the sum of total FTE of Librarians and FTE of All Other Paid Staff.

## Volunteers

**253.1 Number of individual volunteers who worked for the library this fiscal year**

This is the number of individuals who performed voluntary (unpaid) work for the library regardless of the number of hours they worked. They may be members of the library board, a formally established group (such as a Friends group), or individuals who have volunteered their time and effort. The volunteer may work at the library on various tasks, may be running various library programs (such as literacy or story hours), or may be out in the community doing such things as delivering books to the homebound, helping with a bond election campaign, telling stories at the homeless shelter, or working on the annual book sale. Note: Report number of individuals, NOT full-time equivalent (FTE). For example, if one person volunteered 5 days, report one individual volunteer; if five different people volunteered five days each, report five individual volunteers.

**253.2 Number of hours volunteers worked for the library this fiscal year**

This is the total number of hours (rounded to the nearest hour) worked on the library's behalf by all individual volunteers reported in question #253.1

## OPERATING REVENUE

Report revenue used for operating expenditures as defined below. Include federal, state, local, or other grants. DO NOT include revenue for major capital expenditures, contributions to endowments, revenue passed through to another agency, or funds unspent in the previous fiscal year (e.g. carryover).

**300 Local Operating Revenue**

This includes all local government funds designated by the city or county for expenditure by the public library. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, library fines, fees, or grants.

**301 State Operating Revenue**

This includes all funds distributed to the public library by the State of Utah for expenditure by the public library, except for federal money distributed by the state. This may include the Community Library Enhancement Fund.

**302 Federal Operating Revenue**

This includes all federal government funds distributed to the public library for expenditure by the public library, including federal money distributed by the state. This may include Library Services and Technology Act (LSTA) grants.

**303 Other Operating Revenue**

This is all operating revenue other than that reported under local, state, and federal (questions #300, #301, and #302). Include, for example, monetary gifts and donations received in the current year, interest, library fines, fees for library services, grants, or funds received from other cities or counties to provide service to patrons inside or outside the library's legal service area. Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations.

**304 Total Operating Revenue**

This number is automatically calculated by adding reported figures in questions #300, #301, #302, and #303, i.e. the sum of Local government revenue, State government revenue, Federal government revenue, and Other operating revenue.

**OPERATING EXPENDITURES**

Operating expenditures are the current and recurrent costs necessary to support the provision of library services. Do not report estimated costs as expenditures. Do not report capital expenditures under this category. Local accounting practices shall determine whether a specific item is a capital expense or an operating expense regardless of the examples in these definitions.

**304.1 Local Operating Expenditures**

This includes all expenditures by the public library of local government funds. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included. Do not report the value of free items as expenditures.

**304.2 State Operating Expenditures**

This includes all expenditures by the public library of State of Utah government funds. This may include expenditures from the Community Library Enhancement Fund.

**304.3 Federal Operating Expenditures**

This includes all expenditures by the public library of federal government funds. This may include expenditures from LSTA grants.

**304.4 Other Operating Expenditures**

This includes all expenditures by the public library of funds that did not come from local government, state government, and federal government sources. This may include expenditures of funds originating from monetary gifts, donations, interest, library fines, fees, grants, or other city or county government contracts.

**304.5 Total Operating Expenditures**

This number is automatically calculated by adding reported figures in questions #304.1, #304.2,

#304.3, and #304.4. This is the sum of expenditures of Local government funds, State government funds, Federal government funds, and Other operating funds. Note: This figure MUST match the amount in question #358.

### OPERATING EXPENDITURES ~ DETAIL

Operating expenditures are the current and recurrent costs necessary to support the provision of library services. Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy taxes) "on behalf of" the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included. Do not report the value of free items as expenditures. Do not report estimated costs as expenditures. Do not report capital expenditures under this category. Local accounting practices shall determine whether a specific item is a capital expense or an operating expense regardless of the examples in these definitions.

#### Staff Expenditures

**350 Salaries and Wages**

This includes salaries and wages for all library staff (including plant operations, security, and maintenance staff) for the fiscal year. Include salaries and wages before deductions but exclude employee benefits.

**351 Employee Benefits**

These are the benefits outside of salaries and wages paid and accruing to employees (including plant operations, security, and maintenance staff), regardless of whether the benefits or equivalent cash options are available to all employees. Include amounts for direct paid employee benefits including Social Security, retirement, medical insurance, life insurance, guaranteed disability income protection, unemployment compensation, workmen's compensation, tuition, and housing benefits.

**352 Total Staff Expenditures**

This number is automatically calculated by adding reported figures in questions #350 and #351, i.e. the sum of Salaries & Wages expenditures and Employee Benefits expenditures.

#### Collection Expenditures

This includes all operating expenditures from the library budget for all materials in print, audiovisual, electronic, and other formats considered part of the collection, whether purchased, leased, or licensed. Exclude charges or fees for interlibrary loans and expenditures for document delivery.

**353 Print Materials**

Report all operating expenditures for the following print materials: books, serial back files, current serial subscriptions, government documents, and any other print acquisitions.

**353.1 Audiovisual Materials – Physical Units**

Report all operating expenditures for library materials (physical units) that are displayed by visual projection or magnification or through sound reproductions, or both, including graphic material, audio material, motion pictures, and video material.

**354 Electronic Materials – Digital Units**

Report all operating expenditures for electronic (digital) materials. Types of electronic materials include e-books, e-serials (including journals), government documents, databases (including locally mounted, full text or not), electronic files, reference tools, scores, maps, or pictures in electronic or digital format, and materials digitized by the library. Electronic materials can be distributed on magnetic tape, diskettes, computer software, CD-ROM, or other portable digital carrier, and can be accessed via a computer, via access to the Internet, or by using an e-book reader. Include expenditures for materials held locally and for remote materials for which permanent or temporary access rights have been acquired. Include expenditures for database licenses. Note: Expenditures for computer software used to support library operations or to link to external networks, including the Internet, are reported under Other Operating Expenditures (question #357).

**355 Other Materials**

Report all operating expenditures for other materials not already reported in questions #353, #353.1, and #354. For example, include realia, puppets, and materials in new formats.

**356 Total Collection Expenditures**

This number is automatically calculated by adding reported figures in questions #353, #353.1, #354 and #355, i.e. the sum of Print Materials, Audiovisual Materials, Electronic Materials, and Other Materials expenditures.

**Other Operating Expenditures**

This includes all expenditures other than those reported for Total Staff Expenditures (question #352) and Total Collection Expenditures (question #356).

**357 Other Operating Expenditures**

Include expenses such as binding, supplies, repair or replacement of existing furnishings and equipment; and costs of computer hardware and software used to support library operations or to link to external networks, including the Internet. Report contracts for services, such as costs of operating and maintaining physical facilities, and fees paid to a consultant, auditor, architect, attorney, etc.

**Total Operating Expenditures****358 Total Operating Expenditures**

This number is automatically calculated by adding reported figures in questions #352, #356, and #357, i.e. the sum of Total Staff Expenditures, Total Collection Expenditures, and Other Operating Expenditures. Note: This figure MUST match the amount in question #304.5

**CAPITAL REVENUE**

Report all revenue to be used for major capital expenditures, by source of revenue. Include funds received for (a) site acquisition; (b) new buildings; (c) additions to or renovation of library buildings; (d) furnishings, equipment, and initial collections (print, non-print, and electronic) for new buildings, building additions, or building renovations; (e) computer hardware and software used to support library operations, to link to networks, or to run information products; (f) new vehicles; and (g) other one-time

major projects. Exclude revenue to be used for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Exclude income passed through to another agency or funds unspent in the previous fiscal year (e.g., carryover).

**400 Local Capital Revenue**

Report all governmental funds designated by the city or county and available to the public library for the purpose of major capital expenditures, except for state and/or federal money distributed by the city or county.

**401 State Capital Revenue**

Report all funds distributed to public libraries by the State of Utah for expenditure by the public libraries for the purpose of major capital expenditures, except for federal money distributed by the state. This may include revenue from the Community Library Enhancement Fund.

**402 Federal Capital Revenue**

Report federal governmental funds, including federal funds distributed by the city, county, or state, and grants and aid received by the library for the purpose of major capital expenditures. This may include revenue from LSTA grants.

**403 Other Capital Revenue**

Report private (non-governmental funds), including grants received by the library for the purpose of major capital expenditures.

**404 Total Capital Revenue**

This number is automatically calculated by adding reported figures in questions #400, #401, #402, and #403. This is the sum of Local Capital Revenue, State Capital Revenue, Federal Capital Revenue, and Other Capital Revenue.

## CAPITAL EXPENDITURES

**405 Total Capital Expenditures**

Report major capital expenditures (the acquisition of or additions to fixed assets). Examples include expenditures for (a) site acquisitions; (b) new buildings; (c) additions to or renovation of library buildings; (d) furnishings, equipment, and initial book stock for new buildings, building additions, or building renovations; (e) library automation systems; (f) new vehicles; and (g) other one-time major projects. Include federal, state, local, or other revenue used for major capital expenditures. Only funds that are supported by expenditure documents (e.g., invoices, contracts, payroll records, etc.) at the point of disbursement should be included. Estimated costs are not included. Exclude expenditures for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Exclude contributions to endowments, or revenue passed through to another agency. Local accounting practices shall determine whether a specific item is a capital expense or an operating expense regardless of the examples in this definition.

## COLLECTIONS

Report all items the library has acquired and cataloged for the collection, regardless if they were purchased, leased, licensed, or donated as gifts. Report the number of volumes, not number of titles.

**450 Print Materials**

Report a single figure that includes both of the following:

(1) Books in print. Books are non-serial printed publications (including music and maps) that are bound in hard or soft covers, or in loose-leaf format. Include non-serial government documents. Report the number of physical units, including duplicates. For small libraries, if volume data are not available, count the number of titles. Books packaged together as a unit (e.g., a 2-volume set) and checked out as a unit are counted as one physical unit.

**451 Electronic Books (e-books)**

e-books are digital documents (including those digitized by the library), licensed or not, where searchable text is prevalent, and which can be seen in analogy to a printed book (monograph). Include non-serial government documents. e-books are loaned to users on portable devices (e-book readers) or by transmitting the contents to the user's personal computer for a limited time. Include e-books held locally and remote e-books for which permanent or temporary access rights have been acquired. Report the number of electronic units, including duplicates, for all outlets. For smaller libraries, if volume data are not available, the number of titles may be counted. e-books packaged together as a unit (e.g., multiple titles on a single e-book reader) and checked out as a unit are counted as one unit. Report only items the library has selected as part of the collection and made accessible through the library's Online Public Access Catalog (OPAC).

**452 Audio Materials – Physical Units**

These are materials circulated in a fixed, physical format on which sounds (only) are stored (recorded) and that can be reproduced (played back) mechanically, electronically, or both. Include records, audiocassettes, audio cartridges, audio discs (including audio-CD-ROMs), audio-reels, talking books, and other sound recordings stored in a fixed, physical format. Do not include downloadable electronic audio files. Report the number of units, including duplicates. Items packaged together as a unit (e.g. two audiocassettes for one recorded book) and checked out as a unit are counted as one physical unit.

**453 Audio Materials – Downloadable Titles**

These are downloadable electronic files on which sounds (only) are stored (recorded) and that can be reproduced (played back) electronically. Report the number of titles. Report only items the library has selected as part of the collection and made accessible through the library's Online Public Access Catalog (OPAC) or through a physical library catalog.

**454 Video Materials – Physical Units**

These are materials circulated in a fixed, physical format on which moving pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver or computer monitor. Video formats may include tape, DVD and CD-ROM. Do not include downloadable electronic video files. Report the number of units, including duplicates. Items packaged together as a unit (e.g. four DVDs for one full season of a TV show) and checked out as a unit are counted as one physical unit.

**455 Video Materials – Downloadable Titles**

These are downloadable electronic files on which moving pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver, computer monitor or video-enabled mobile device. Report the number of titles. Report

only items the library has selected as part of the collection and made accessible through the library's Online Public Access Catalog (OPAC) or through a physical library catalog.

**455.1 Other Materials**

Report a single figure for all materials not reported in questions #450 through #455.

**455.2 Total Library Collection**

This number is automatically calculated by adding reported figures in questions #450 through #455.1.

## **Licensed Databases**

**456 Licensed Databases paid with local funds**

Report the total number of licensed databases (including locally mounted or remote, full-text or not) for which temporary or permanent access rights have been acquired through payment by the library. A database is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts) with a common user interface and software for the retrieval and manipulation of the data. Note: The data or records are usually collected with a particular intent and relate to a defined topic. A database may be issued on various media or may be accessed via the Internet. Subscriptions to individual electronic serial titles are not reported. Each database is counted individually even if access to several databases is supported through the same vendor interface.

**457 Licensed Databases paid by the State Library**

Report the number of licensed databases for which temporary or permanent access rights have been acquired through the Utah State Library Division. All databases available through Public PIONEER should be included here.

**458 Licensed Databases paid by other cooperative agreements (or consortia)**

Report the number of licensed databases for which temporary or permanent access rights have been acquired by other cooperative agreements or through consortia.

**459 Total Licensed Databases**

This number is automatically calculated by adding reported figures in questions #456 through #458.

## **Current Serial Subscriptions**

**460 Number of Current Print Serial Subscriptions**

Report the number of current print serial subscriptions, including duplicates, for all outlets. Examples of serials are magazines, journals, newspapers, annuals, some government documents, some reference tools, and numbered monographic series.

## **SERVICES**

**500 Public Service Hours Per Year (all outlets)**

This is the sum of hours all outlets were open to the public for the entire year. This is calculated by adding up the service hours per week for all outlets for the entire fiscal year and subtracting the number of hours any outlet was closed for holidays or other major reasons (remodeling,

inventory, etc.). Note for bookmobiles: Count only the hours the vehicle was open to the public (i.e. the number of hours open at a stop). Do not include travel time.

**500.1 Weekly Scheduled Public Service Hours (all outlets)**

The total number of hours per week that all outlets within the jurisdiction are open, based on a published schedule. If the schedule changed during the year, the reported data should be an average. Note for bookmobiles: Count only the hours the vehicle was open to the public (i.e. the number of hours open at a stop). Do not include travel time.

**501 Library Visits**

This is the total number of people entering the library for whatever purpose during the reporting year. Include persons attending activities, meetings, and those persons requiring no direct staff services. Note: If an actual count of visits is unavailable, determine an annual estimate by counting visits during a typical week and multiplying the count by 52. A typical week is a time that is neither unusually busy nor unusually slow. Avoid holidays, vacation periods for key staff, or days when unusual events are taking place in the community or in the library. Choose a week in which the library is open its regular hours. Include seven consecutive calendar days, from Sunday through Saturday, or whenever the library is usually open.

**502 Reference Transactions**

This is the total number of reference transactions for the reporting year. Note: A reference transaction is an information contact that involves the knowledge, use, recommendations, interpretation, or instruction in the use of one or more information sources by a member of the library staff. It includes information and referral services. Information sources include printed and non-printed materials, machine-readable databases, catalogs and other holdings records, and, through communication or referral, other libraries and institutions, and persons both inside and outside the library. The request may come in person, by telephone, by fax, by mail, or by electronic mail from an adult, a young adult, or a child. Do not count directional transactions or questions of rules or policies. Examples of directional transactions are, "Where are the children's books?" and "I'm looking for a book with the call number 811.2G." An example of a question of rules or policies is, "Are you only open until 9:00 PM tonight?" If an annual count of reference transactions is unavailable, determine an annual estimate by counting reference transactions during a typical week (see question #501 for a definition of "typical week") and multiplying the count by 52.

**503 Number of registered borrowers**

This is the total number of library users who have applied for and received an identification number or card from the public library that has established conditions under which the user may borrow library materials and gain access to other library resources. Files should have been purged within the past three (3) years.

**Circulation**

**550 Total Circulation**

This is the total annual circulation of all library materials of all types, including renewals. Note: Count all materials in all formats that are charged out for use outside the library. Interlibrary loan transactions included here are only items borrowed for, and checked out to, users. Do not include items checked out to another library or outlet.

**551 Circulation of Children's Materials**

This is the total annual circulation of all children's materials in all formats to all users, including renewals.

**Interlibrary Loan****552 Number of Items Provided To Other Libraries**

This is the total number of library materials, or copies of the materials, provided by the reporting library to another library, upon request. The libraries involved in the transaction are not under the same library administration.

**553 Number of Items Received From Other Libraries**

This is the total number of library materials, or copies of the materials, received by the reporting library from another library, upon request. The libraries involved in the transaction are not under the same library administration.

**PROGRAMS**

A program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings; lectures; story hours; literacy, English as a second language and citizenship classes; and book discussions. If programs are offered as a series, count each program in the series. For example, a Summer Reading Program offered once a week for eight weeks should be counted as eight programs. Note: Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.

**600 Total Number of Library Programs**

This is the total number of programs sponsored or co-sponsored by the library, whether held on- or off-site. Exclude programs sponsored by other groups that use library facilities.

**601 Number of Children's Programs**

This is the total number of programs for which the primary audience is children. Children are defined as persons age 11 and under, outlined in *The National Center for Education Statistics (NCES): Children and Young Adults Defined* [Services and Resources for Children and Young Adults in Public Libraries, August 1995, NCES 95357]. This figure is a subset of the Total Number of Library Programs (question #600).

**602 Number of Young Adult Programs**

This is the total number of programs for which the primary audience is young adults. Young adults are defined as persons age 12-18, outlined in *The National Center for Education Statistics (NCES): Children and Young Adults Defined* [Services and Resources for Children and Young Adults in Public Libraries, August 1995, NCES 95357]. Also, the Young Adult Library Services Association (YALSA) defines young adults as age 12-18. This figure is a subset of the Total Number of Library Programs (question #600).

**603 Total Attendance at Library Programs**

This is the total count of the audience at all library programs during the reporting period.

**604 Attendance at Children's Programs**

This is the count of the audience at all programs for which the primary audience is children 11 years and younger. Include adults and teens who attend programs intended primarily for children. Note: Do not count attendance at library activities for children that are delivered on a one-to-one basis, rather than as a group, such as one-to-one literacy tutoring, services to the homebound, homework assistance, and mentoring activities.

**605 Attendance at Young Adult Programs**

This is the count of the audience at all programs for which the primary audience is young adults 12 to 18 years. Count all patrons that attend the young adult program regardless of age. Note: Do not count attendance at library activities for children that are delivered on a one-to-one basis, rather than as a group, such as one-to-one literacy tutoring, services to the homebound, homework assistance, and mentoring activities.

**INTERNET ACCESS****650 Number of Internet computers for the general public**

This is the number of library computers connected to the Internet and used by the general public.

**651 Number of patrons that used public Internet computers**

This is the total number of individuals that have used Internet computers in the library during the reporting period. If the computer is used for multiple purposes (Internet access, word-processing, OPAC, etc.) and Internet users cannot be isolated, report all usage. A user who uses the library's public internet computers three times a year would count as three customers. A typical week or other reliable estimate may be used to determine the annual number.